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| Purchasing | | |
| What Page Do I Use To… | Page Title | Page Name |
| Create or Modify Requisition | Requisition | FPAREQN |
| See the status of all requisitions and purchase orders that I created? (for example, have they been paid? Were the items returned?) | Document History | FOIDOCH |
|  |  |  |
| Display all completed requisitions awaiting approval? | Approvals Notification | FOIAINP |
| Approve or disapprove a requisition? | User Approval | FOAUAPP |
| Show all the requisitions a user has approved? | Approval History | FOIAPHT |
| Find out the Originator and all Approvers of a requisition? | Document Approval History | FOIAPPH |
| Print requisitions? | Requisition Query (Use File, Print.) | FPIREQN |
| Cancel a requisition? | Requisition Cancel | FPARDEL |
| Query requisitions? | Requisition Query or | FPIREQN |
| Requisition Validation | FPIRQST |
| Update the document text for an in-process (incomplete) requisition? | Procurement Text Entry | FOAPOXT |
| Determine which individuals in my department are authorized to approve a requisition? | Document Approval | FOAAINP |
| Locate all requisitions from a specific requestor? | Requisition Query or | FPIREQN |
| Requisition Validation | FPIRQST |
| See if a vendor currently exists in the Banner database? | Entity Name / ID Search | FTIIDEN |
| Find the address of a vendor? | Vendor Maintenance and | FTMVEND |
| Person Identification | FOAIDEN |
| Look up a requisition to see if it has been approved and/or if a buyer has assigned a purchase order number to it? | Document History or | FOIDOCH |
| Purchase/Blanket/Change Order Query | FPIPURR |
| Look up encumbrances, balances of a purchase order and change order increases? | Encumbrance List and | FGIENCB |
| Detail Encumbrance Activity | FGIENCD |